



March 19, 2012

Karen Dial
H.B. Drollinger Co.
President

John Ruhlen
Ruhlen & Associates
Secretary

Miki Payne
H.B. Drollinger Co.
Treasurer

Sander de Wit
CB Richard Ellis

William F. Allen
HFM Ltd.

Heather Lemmon
The Real Estate Consultants
LB Property Management

Donald R. Duckworth
Executive Director

Ms. Miranda Paster
Office of the City Clerk
City of Los Angeles
City Hall, Room 224
200 North Spring Street
Los Angeles, CA 90012

RE: Westchester BID Invoice for Assessment Funds

Dear Ms. Paster:

Pursuant to Agreement #C120115, the Westchester Business Improvement Association (WBIA) hereby requests payment of ~~\$58,762.60~~ as detailed below:

~~58,762.60~~
58,426.10 *JS*
Agency Account #18883

02/17 County Remittance Rec'd on 02/21/2012
Accrued Interest from 10/01/11 to 12/31/11

\$ 58,261.28
~~58,762.60~~ 164.82

Available for Reimbursement

\$ ~~58,762.60~~
58,426.10 *JS*

I certify that: the payment requested will be expended in accordance with the provisions of the Management District Plan for the Westchester Business Improvement District; that I represent the WBIA; and, that I am authorized to make this request on behalf of the organization.

Please electronically transfer this payment to "Westchester Business Improvement Association." The appropriate banking information is on file in the City Clerk's Office.

Sincerely,

Donald R. Duckworth
Executive Director

CC: Rick Scott, Office of the City Clerk
Paul Makowski, Office of the City Clerk
Rosemarie Hinkson, Office of the City Clerk
Accounts Payable / Special Assessment Section, Office of the City Clerk

JUNE LAGMAY
CITY CLERK

HOLLY L. WOLCOTT
EXECUTIVE OFFICER

City of Los Angeles



ANTONIO R. VILLARAIGOSA
MAYOR

OFFICE OF THE
CITY CLERK

ADMINISTRATIVE SERVICES
SPECIAL ASSESSMENTS SECTION

200 N. SPRING STREET, ROOM 224
LOS ANGELES, CA 90012
TEL: (213) 978-1699
FAX: (213) 978-1130

MIRANDA PASTER
ACTING CHIEF

FACSIMILE TRANSMISSION COVER SHEET

DATE: March 20, 2012
TO: Donald DuckWorth, Executive Director **FAX NO.** (310) 417-9031
FROM: Emelia Tso, Accounts Payable
SUBJECT: BUSINESS IMPROVEMENT DISTRICT FUNDING

1 Number of pages, including this cover sheet

Sent from fax number: (213) 978-1130

To request a retransmission, please call: (213) 978-1099

District Name: WESTCHESTER

Account No.: 18883

02/17 Co. remittance rec'd on 02/21/2012	58,261.28
Interest received in January	<u>164.82</u>
Available for Reimbursement	<u>\$58,426.10</u>

This is a revised one. Thanks.

Revised

PRIVACY NOTICE

This message is intended for the use of the individual or entity to which it is addressed and may contain material that is privileged, confidential or exempt from disclosure under Federal or state law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is prohibited.

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER